

ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)
P.M.B. 1004, TOPO-BADAGRY



**A TWO-WEEK MANDATORY TRAINING FOR
CHIEF EXECUTIVE OFFICERS OF FEDERAL
GOVERNMENT PARASTATALS / AGENCIES**

JOINING INSTRUCTIONS

Introduction

Public service institution remains the fundamental instrument through which every government discharges its responsibilities and obligations to the citizenry. It is responsible not only for providing basic services to the citizens, but also for creating the enabling environment for productive activities. In this regard, the Nigerian Public Service is the engine for delivering public goods and services and it is central to promoting social and economic growth. Thus, public service institutions are critical in promoting sustainable and equitable social and economic growth.

It is worthy of note that parastatals and agencies occupy a central and strategic place in the delivery of service by government to the citizens. While the Ministries are responsible for policy development and supervision, they rely mainly on their agencies and parastatals to deliver specific services to citizens. Thus, citizens have direct experience of their government through their interface with agencies and parastatals. Thus, those who manage these parastatals and agencies, particularly the Chief Executive Officers and their executive management, have the huge responsibility to ensure that they deliver value to the citizens and fulfill their mandates seamlessly within the public service ecosystem and in line with the goals and objectives of government.

However, in spite of the huge responsibilities placed on the shoulders of many of the Chief Executives of Government parastatals and agencies, it has been observed that unlike top-level civil servants such as Permanent Secretaries, who grow through the system and acquire public service knowledge and experience over time, most Chief Executives of these parastatals and agencies are appointed from outside the public service. This means that they arrive with limited knowledge and experience about the practical workings of the public service and the rules and regulations that order their conduct as Chief Executives in the public sector. At the same time, immediately upon assuming office, they also assume very grave responsibilities flowing from the Public Procurement Act, the Financial Regulations and the rules around managing human resources and dealing with Boards. Unfortunately, there is currently no process of induction for newly appointed chief

executives of agencies and Parastatals”. This means that they usually have longer learning curves before they operate at optimal levels.

The foregoing underscores the need to provide the necessary training for the Chief Executives of Government parastatals and agencies to acquaint them with the public service ecosystem and modus operandi, particularly the various rules and regulations guiding the conduct of government business and operations of the parastatals and agencies. The training should also afford them the opportunity to develop a deeper understanding of their mandates and how these could be properly aligned to the goals and objectives of Government, their roles and relationships with their respective supervising Ministries and Boards, development and execution of corporate strategy in the public service environment, aligning planning and budgeting, institutionalizing effective performance management systems, and dealing with Human Resource Management, Financial Management, Public Procurement and Corporate Governance issues.

It is against this background that Mr. President, in agreement with Secretary to Government of the Federation (SGF) and Head of Civil Service of the Federation (HCSF) had approved the design of this course for Chief Executive Officers of Federal Agencies to update their knowledge and sharpen their skills to enable them perform optimally at their level in driving the Agenda of Government.

As the premier Management Development Institute (MDI) in Nigeria, ASCON is highly committed to partnering with the OHCSF and OSGF to build the capacity of the Chief Executives of Government parastatals and agencies by providing them with the requisite knowledge, skills and competencies to better discharge their duties and support the Federal Government efforts at promoting quality service delivery to all stakeholders with a view to fostering political, economic, social and cultural development of the nation.

Course Objectives

The overall objective of the Course is to empower the Executive Leadership of the Public Sector agencies to enable them perform their roles optimally.

The specific objectives of the training programme are to enable the CEOs to:

- identify and apply the fundamental principles and practices of modern-day public administration;
- develop in-depth understanding of public financial management principles and practices for efficient management of scarce resources;
- develop adequate knowledge of the basic principles and processes of public procurement management;
- interpret relevant rules and regulations (PSR and FR) guiding the operations of the Public Service in general;
- identify their roles and responsibilities as Administrative Heads and Accounting Officers of their Parastatals and Agencies;
- develop effective strategies for promoting cordial relationship between them and their Governing Boards, Supervisory Ministries and other Key Stakeholders;
- up-grade their skills in managing their staff and effectively handling labour and related issues;
- develop strategic leadership and management competencies for mobilizing and influencing their staff for optimum performance; and
- exchange and benefit from the ideas and experiences of experts as well as those of their colleagues.

Course Content

The course content is made up of the six (6) modules which have been selected to cover essential aspects of public sector management and leadership. The Modules are as follows:

- Module 1: Public Administration
- Module 2: Strategic Management and Leadership
- Module 3: Strategic Human Resource Management in the Public Service
- Module 4: Government Regulations: Public Service Rules, Public Financial Management and Public Procurement Management
- Module 5: Strategic Communication
- Module 6: Tour of Badagry

Delivery Methodology

The methodology for the delivery of the programme will include a combination of training methods that are learner-centred to ensure effective transfer of learning. These methods include, among other things:

- Short Presentations;
- Case Studies;
- Individual and Group Exercises; and
- Group Discussions.

Course Duration

The course duration is two (2) weeks per batch.

Daily Lecture Schedule

The daily lecture activities for the course are as shown in Table 1 below:

Table 1: Daily Lecture Schedule

Time	Activity
9.00 am – 11.00 am	Morning Session
11.00 am – 11.30 am	Tea Break
11.30 am – 1.30 pm	Mid-Morning Session
1.30 pm – 2.30 pm	Lunch Break
2.30 pm – 4.30 pm	Afternoon Session

Course Materials

The participants will be provided with soft copies (on flash drive) of all the course modules. The flash drive will contain lecture notes and relevant reference materials for further reading. In addition, participants will be provided with course bags and writing pads.

Course Faculty

The Faculty Staff will consist of experienced resource persons drawn from ASCON and other relevant public and private sector institutions. They will be supported by guest lecturers from reputable management training institutions and retired CEOs within the country.

Certificate to be Awarded

ASCON will issue a Certificate of attendance to deserving participants who have met all the requirements for the award of ASCON Certificate.

Requirements for the Award of Certificate

The requirements for the award of ASCON Certificate of attendance are as follows:

- Minimum of 70% class attendance.
- Active participation in class discussion and course work.
- Satisfactory Performance in class assessment.

Accommodation

The College has three types of accommodation which are highly subsidized. They are as follows:

- Chalet: The Chalet consists of a sitting room, bedroom, a kitchenette and car park.
- Double Room
- Standard Room

In addition, there are also executive rooms in the new hostel block in ASCON as well as hotels around Badagry such as FAMS Embassy and Suites.

Types and Rates of Accommodation

S/N	TYPE OF ACCOMODATION	AMOUNT PER NIGHT (₦)
1.	Suite	45,000.00
2.	Executive Room	35,000.00
3.	Chalet	18,000.00
4.	Double Room	12,000.00
5.	Standard Room	8,000.00

Feeding

Participants will be provided with breakfast, lunch and dinner (buffet-style meals) throughout the duration of the programme including the weekend.

Religious Activities

There is a Mosque and Church in ASCON Phase I premises. While participants are free to seek religious affiliation outside the College, they are also encouraged to join the religious communities in the College.

Medical Facilities

ASCON has a Health Centre which is an NHIS provider.

Contact Persons

All enquiries regarding the course should be directed to the following:

1. Mrs. C. U. Gayya, mni
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